



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: RESTITUTION INCREASE FISCAL
IMPACT DETERMINATION**

Number:

03/04

Date Issued:

May 27, 2003

Canceled Effective:

June 30, 2004

The purpose of this Administrative Bulletin (AB) is to announce an increase in inmate restitution collections from the current level of 22 percent (20 percent - restitution, 2 percent - Administrative Fee). Effective July 1, 2003, the restitution collection rate shall be increased to 33 percent (30 percent - restitution, 3 percent - Administrative Fee) and effective July 1, 2004, the restitution collection shall be increased to the legal maximum of 55 percent (50 percent - restitution, 5 percent Administrative Fee). This AB also announces a one-year study to determine the fiscal impact on all state prison canteen sales during the first year of the increase.

The one-year study shall commence on July 1, 2003, and end on June 30, 2004, the first year the restitution increase becomes effective. The Office of Victim Services and Restitution (OVS) Managers and Inmate Welfare Fund/Trust Accounting Office Managers will track the restitution collections and canteen expenditures on a monthly basis. These figures shall be compared to the figures reported in the previous year for the same time period. The "Fiscal Analysis" table (see attachment A) shall be used to transmit the data to the Executive Office. The fiscal impact of the restitution increase shall be based on the percentage of change in the gross prison canteen sales. At the end of this one-year study, a determination shall be made as to the fiscal impact the restitution increase had on canteen sales.

Listed below are the specific responsibilities each unit will have during this one-year study of the fiscal impact created by the restitution increase.

INMATE WELFARE FUND/TRUST ACCOUNTING OFFICE

Each month the Inmate Welfare Fund/Trust Accounting Office Manager shall submit electronically to the Restitution Unit Manager, OVS, the following information:

- Gross prison canteen sales from the previous month.
- Gross prison canteen sales from the same month during the previous year.

OFFICE OF VICTIM SERVICES AND RESTITUTION

Restitution Unit Manager:

Each month the Restitution Unit Manager, OVS, shall submit electronically to the Assistant Director, OVS, the following information:

- The total amount of restitution collected from all prisons for the previous month.
- The total amount of restitution collected from the same month during the previous year.



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- Prepare the "Fiscal Analysis" table.

Additionally, the Restitution Unit manager shall provide a copy of the "Fiscal Analysis" to the Inmate Welfare Fund/Trust Accounting Office manager.

Assistant Director, OVSR:

Each quarter the Assistant Director, OVSR, shall submit a copy of the "Fiscal Analysis" table to the following people, who in conjunction with the Assistant Director, OVSR, shall determine if a fiscal impact was created on the gross canteen sales and a plan of action to offset any such fiscal impact created by the restitution increase:

- Chief Deputy Director, Support Services
- Deputy Director, Financial Services Division
- Assistant Director, Executive Office

Please inform all concerned persons of this AB, which shall remain in effect through June 30, 2004. Direct any inquiries regarding this bulletin to Terry Boehme, Restitution Manager, Office of Victim Services and Restitution at (916) 358-1657.

ORIGINAL SIGNED BY:

KATHY M. KINSER
Chief Deputy Director
Support Services

Attachment

Fiscal Analysis

Restitution Increase

	<i>Restitution</i>				<i>Canteen</i>		
	Prison Restitution Collections	% Change From Last Month	% Change From Same Month Last Year		Prison Canteen Sales	% Change From Last Month	% Change From Same Month Last Year
2003							
<i>July</i>							
<i>August</i>							
<i>September</i>							
<i>October</i>							
<i>November</i>							
<i>December</i>							
2004							
<i>January</i>							
<i>February</i>							
<i>March</i>							
<i>April</i>							
<i>May</i>							
<i>June</i>							
Summary							

Definitions:

Prison Restitution Collections = total prison collections including fines, direct orders, and administrative fee.

Prison Canteen Sales = gross prison canteen sales.